

## AGENDA CBS Bureau Communications/Scheduling Monthly Meeting

4/21/2005

10:00 to 12:00 PM

Type of meeting: Monthly Bureau Meeting

Facilitator: Patricia Jackson

Potential Attendees: Scheduling/Communication Committee Members

### Agenda Topics – Meeting will focus on topics in bold text

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|--|---|
| 1. CBS Master<br>Communication/Scheduling Plan       | a. Draft CBS Master Scheduling Plan (Attachment 1.a) <ul style="list-style-type: none"><li>i. <b>2005 Initiatives</b></li><li>ii. <b>Continuing Projects</b></li><li>iii. <i>CCR/CSTARS Deployment Plan – Bureau Plan</i></li><li>iv. <i>Bureau Maintenance/Project Implementation Schedule (Bureaus should discuss/provide Implementation Plans)</i></li></ul> |
| 2. AR Status and Process                             | b. <i>Bureau Production Version</i> <ul style="list-style-type: none"><li>i. <i>Agreement on CSC supporting Version</i></li><li>ii. <i>Bureaus Production versions status: yellow/red</i></li></ul>   |
| A. CSC Status of ARs,<br>Maintenance, Major Projects | a. <b>Status of Projects (Attachment 2.A.a)</b><br>b. <b>Processing Status of Current Level 1 ARs (Attachment 2.A.b)</b><br>c. <b>Number of ARs Delivered in Mar (Attachment 2.A.c)</b><br>d. <b>June Standard Maintenance</b>  |
| B. CSC Standard Maintenance<br>Process (Level 2 ARs) | a. Each Bureau report on effort to close old ARs that are no longer a problem<br>b. <b>Draft Proposal to manage the volume of level 2 ARs in the database, currently over 700 Attachment 2.B.b</b>  |
| C. CSC Level 1 AR Process                            | a. <b>Draft Revisions to Level 1 AR Request form Attachment 2.C.a</b>   |
| D. TAC Process                                       | General Discussion if needed  |
| 3. Bureau Status                                     | Major Initiatives, User Feed-back, Concerns, Plans  |
| 4. Issues Previously Raised by<br>Bureaus            | General Discussion if needed  |
| 5. General Discussion                                | General Discussion  |

<b>RECENT AND UPCOMING EVENTS:</b>	3/31 OFFM Core <b>Financial System Requirement</b> Exposure Draft Document Comments Were Due on 3/31
	4/26 Briefing Jim Taylor on DOC Comments, which are due to OMB on May 6 <sup>th</sup> . OMB is also holding meetings with Agencies and Bureaus to discuss requirements thru May 25.
	4/19 <b>Mass Reclassification</b> FRD Walkthru
	4/21 Funds Control Enhancement Weekly Project Meeting
	4/21 CCR Roll Out Meetings
	4/25 Trial Phase II Weekly Meeting
	Tentative August 23-25 Finance Conference
<b>Notes:</b>    <b>New Action Items:</b>	

<b>Current Action Items</b>		
<b>Description</b>	<b>Responsibility</b>	<b>Target Date</b>
Action Items from Nov 9 meeting		
1. Evaluate AR form and provide recommendations for improvement.	Bureaus	Next Meeting As Time Allows
2. Organize subcommittee for level 2 AR's	Bureaus/CSC	TBD
3. Communication Plan	CSC/Bureaus	TBD
4. CBS Master Scheduling Plan	CSC/Bureaus	TBD, Draft has been developed
<b>Action Items from Dec 8 meeting</b>		
5. Related to the Sub-committee approach being evaluated to discuss the maintenance delivery, the CSC will provide track/maintain and provide explanations as to why certain priority ARs do not make the maintenance delivery. In addition the CSC will copy Committee members on AR issues sent to the AR contacts.	CSC	E-mail Copy – Will be implemented immediately.  Track/maintain and provide explanations - TBD
<b>Open Action Items from Jan 12 meeting</b>		
10. Provide names of those with authority to sign off on ARs	Bureaus	TBD